

POSTER and PRESENTATION GUIDELINES

Guidelines for the Poster Presentations

- The poster board for each presentation in the poster session room will be **4 feet (122 cm) wide and 3½ feet (107 cm) high**.
- Each poster board is marked with a program number on the upper left corner. The number is identical with the number of the contribution in the final conference program. Authors are responsible for mounting their own material prior to the poster session at least by one hour before the opening of the session.
- Poster pins will be provided.
- Each poster paper should have a heading (letters at least 2 cm high in bold face). Text, figures and tables can be read by attendees from a distance of 1-2 m. The structure of the poster presentation should be in a logical sequence (introduction, development, conclusions). Simplicity, easy appraisal of the content, etc. are more important than artistic flair.
- Authors may bring extra copies for hand-outs of the poster paper to interested participants.
- **Schedule for Poster Presentations :**

Day/Time	Action
November 17 (Mon) 18:00 ~ 20:00	Poster Session I
November 19 (Wed) 18:00 ~ 20:00	Poster Session II

Guidelines for the Oral Presentations

- 40 min. (+ 5 min. for discussion) are allotted to plenary presentations.
- 20min. (+ 5 min. for discussion) are foreseen for topical presentations.
- All speakers are asked to visit the preview room on the **evening before** their morning presentations or **at least 2 hours before** their afternoon session starts. The speakers should check their presentation files and transparencies in the preview room to assure display system compatibility
- Beam projector and overhead projector are available for your presentation (Slide projection is not available).
- Please bring a CD-Rom or USB drive including your presentation files. It is recommended not to use your own laptop computer for your presentation.
- Preview Room: A Preview Room will be available from 2 p.m. Sunday, November 16, through Friday, September 26, to preview your presentation. A computer and an overhead projector will be provided there and after checking the contents and the order of your presentation, you should inform the support staff that your talk is ready for presentation. The support staff will ensure that your talk is ready for your presentation.